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(ITEM ) A resolution / ordinance amending Chapter 1, Milwaukee County General Ordinances, Rules of the County Board of Supervisors, by recommending adoption of the following:

**A RESOLUTION / AMENDED ORDINANCE**

WHEREAS, adopted County Board Resolution File No. 03-482 authorized “the creation of a work group consisting of Corporation Counsel and County Board staff to review and make recommendations for revisions pertaining to the rules of procedures for the conduct of meetings and the transaction of business, including the application of parliamentary procedures, by the County Board of Supervisors” and to report back to the Committee of Whole; and

WHEREAS, following considerable study and review, staff has recommended revisions to Chapter 1 addressing updates to a number of provisions relating to rules of procedures for the conduct of meetings and the transaction of business; and

WHEREAS, these revisions address several procedural matters, including, but not limited to: Board and Committee meeting times and composition (e.g., the change from 25 to 18 Supervisors), Board and Committee motions and voting procedures, updates of the duties of Committees and clarification of the general role of the County Board Chairman as a department head; and

WHEREAS, in addition, the revisions contain a number of technical changes that reflect various departmental re-organizations, division name changes, etc.; now, therefore,

BE IT RESOLVED, that the County Board of Supervisors does hereby adopt the following ordinance amending Chapter 1 of the General Ordinances of Milwaukee County.

**AN AMENDED ORDINANCE**

To amend Chapter 1 of the General Ordinances of Milwaukee County relating to the Rules of the County Board of Supervisors.

The County Board of Supervisors of the County of Milwaukee does ordain as follows:

**SECTION 1.** Chapter 1 of the General Ordinances of Milwaukee County, is hereby amended as follows:

Chapter 1 RULES OF THE COUNTY BOARD OF SUPERVISORS

45 Preamble

- 46 1.01. Meetings.  
47 1.02. Meeting organization.  
48 1.03. Opening of meeting.  
49 1.04. Voting.  
50 1.05. Speaking at meetings.  
51 1.06. Departure from meeting.  
52 1.07. Motions in general.  
53 1.08. Specific motions.  
54 1.09. Resolutions and ordinances.  
55 1.10. Fiscal notes.  
56 1.11. Standing committees.  
57 1.12. Select committees.  
58 1.13. Committee meetings.  
59 1.14. Committee reports.  
60 1.15. Referring resolution, ordinance or report for legal opinion.  
61 1.16. Requests relating to personnel matters.  
62 1.17. Procedures for consideration of personnel requests.  
63 1.18. Communications, reports, departmental requests, reference files.  
64 1.19. Reference of request for appropriation transfers to county executive.  
65 1.20. Requests for impeachments or investigation.  
66 1.21. Treatment of doubtful claims; separate action.  
67 1.221. Consideration and confirmation of appointments.  
68 1.232. Publication of proceedings.  
69 1.243. Repeal, amendment or correction of rules.  
70 1.254. Budgetary procedure.  
71 1.265. Directives of the county board; how enforced.  
72 1.276. Application of Robert's Rules of Order.  
73 1.27 Chairperson of board is head of department  
74 1. 3128. Request relating to appeal of civil actions.  
75 1. 3229. Decorum of supervisors in committee meetings.

76  
77 Preamble

78  
79 We, the members of the Milwaukee County Board of Supervisors, pursuant to  
80 Wisconsin Statutes and the General Ordinances of Milwaukee County, and to  
81 achieve the order and decorum that expedite the transaction of business and  
82 maintain the free and open discussion which guarantee democracy for our nation  
83 and good government for the citizens of our county, do hereby submit ourselves to  
84 be governed in our deliberations by the following rules of procedure.

85  
86 **1.01. Meetings.**  
87

88 (a) ~~Regular Annual~~ meetings. The statutory or annual meeting of the county  
89 board shall be convened at 8:30 a.m. on the Monday next succeeding the regularly  
90 scheduled monthly meeting on the first Thursday in November. ~~Such annual~~  
91 ~~meeting may be adjourned from time to time thereafter as the county board shall~~  
92 ~~determine until the next annual meeting, and such adjourned annual~~ for the purpose  
93 ~~of considering reports of the committee on finance and audit and committee on~~  
94 ~~personnel on new positions for the next fiscal year as well as recommendations for~~  
95 ~~amendments to the executive's budget. The county board shall reconvene no less~~  
96 ~~than sixty (60) minutes following the noon lunch hour recess or by consensus of the~~  
97 ~~county board.~~

98  
99 (b) ~~+Regular~~ meetings of the county board shall convene at 9:30 a.m. unless  
100 otherwise designated. In order to provide an advanced schedule of regular meeting  
101 dates, ~~the county board adopts a policy of scheduling a monthly regular~~ meeting of  
102 the county board on the third Thursday shall be of scheduled generally on a  
103 Thursday within each month, except when otherwise designated by the county  
104 board meeting schedule, these rules or by action of the county board. August will  
105 not have a regularly scheduled meeting of the county board. ~~The regularly~~  
106 ~~scheduled meeting after summer recess will be determined by the chairperson of the~~  
107 ~~county board.~~ November will have a regularly scheduled monthly meeting on the  
108 first Thursday preceding the annual meeting, ~~which shall be the regular meeting of~~  
109 ~~the county board prior to the annual meeting, so as to avoid a conflict with the dates~~  
110 ~~of the budget procedure outlined in section 1.25 of the Code. The county board~~  
111 ~~chairperson shall provide to the county board, following the first meeting of the~~  
112 ~~board after the election of supervisors, a schedule of county board meetings for the~~  
113 ~~remainder of the year and, by September 15, a schedule of county board meetings~~  
114 ~~for the remainder of the term, up to and including the first (organizational) meeting~~  
115 ~~of the next term. The digest (agenda) for each county board meeting shall be~~  
116 ~~established by the county board chairperson or, in his or her absence, by the 1<sup>st</sup> vice~~  
117 ~~chairperson or the 2<sup>nd</sup> vice chairperson.~~

118  
119 ~~(b) — Budget meetings. The annual meeting of the county board shall be convened~~  
120 ~~at 8:30 a.m. on the Monday next succeeding the regularly scheduled monthly~~  
121 ~~meeting on the first Thursday in November for the purpose of considering reports of~~  
122 ~~the committee on finance and committee on personnel on new positions for the~~  
123 ~~next fiscal year as well as recommendations for amendments to the executive's~~  
124 ~~budget. The county board shall reconvene at 1:30 p.m. following the noon lunch~~  
125 ~~hour.~~

126  
127 (c) *Special meetings.* A special meeting shall be held only when requested by a  
128 majority of the members of the county board, such request to be in writing,  
129 addressed and delivered to the county clerk, who shall note the time of such  
130 delivery to him/her on such request. Such request shall specify the time and place of  
131 such meeting, which shall not be less than forty-eight (48) hours after the delivery of

132 such notice to the county clerk. The request shall identify the purpose of such  
133 meeting and shall include reference to such other items as may be required by law,  
134 ordinance or board action. Upon receiving such request, the county clerk shall  
135 forthwith give notice of the time and place of such meeting by mail to each member  
136 of the county board. If the request is delivered to the county clerk less than seventy-  
137 two (72) hours before the time of such meeting, the county clerk, in addition to the  
138 mailing hereinbefore referred to, shall telephone each supervisor; if any supervisor  
139 is not contacted by telephone, the county clerk shall furnish to the sheriff of the  
140 county a copy of such notice of time and place of meeting for delivery to unnoticed  
141 members of the county board. The sheriff shall thereafter furnish to the county clerk  
142 an affidavit of delivery of such notice. The inability of the sheriff to deliver such  
143 notice to a supervisor shall not be deemed a defect to the notice requirement under  
144 this subsection. Any special meeting may be adjourned from time to time by a vote  
145 of a majority of all members of the county board.

147 **1.02. Meeting organization.**

148  
149 (a) *Election of officers at first meeting.* The first meeting of the county board,  
150 after the election of supervisors ~~(being the meeting at which shall be for the purpose~~  
151 of organizing the county board ~~is and organized) is and is~~ a special meeting to be  
152 called as such. The county board, at such meeting, shall be called to order by ~~the~~  
153 ~~chairperson of the county board for the preceding term, if still a supervisor; and in~~  
154 ~~his/her absence or disability, by the first vice chairperson of the county board for the~~  
155 ~~preceding term, if still a supervisor; and in his/her absence or disability, by the~~  
156 ~~second vice chairperson of the county board for the preceding term if there be such,~~  
157 ~~if still a supervisor, and in the absence or disability of such chairperson and vice-~~  
158 ~~chairpersons, by~~ the county clerk. If a majority of the supervisors, duly elected and  
159 qualified, answer to their names as called, they shall proceed to elect one of their  
160 number as chairperson, one of their number as first vice-chairperson and may  
161 further, in their discretion, elect one of their number as second vice-chairperson.  
162 Upon election of a chairperson, the chairperson shall immediately preside over the  
163 remainder of the meeting.

164  
165 (amb) *Election of officers other than at first meeting.* The officers specified in  
166 subsection (a) of this -Rule serve at the pleasure of the county board. The  
167 chairperson or a vice-chairperson may be removed from his or her office at any  
168 time, ~~for cause,~~ by the election of a successor. The election of a successor to an  
169 incumbent county board officer shall require a ~~three-fifth~~two-thirds vote of the  
170 members elect. The county board may elect a successor at any regular meeting of  
171 the county board or at a special meeting held in conformity with these rules.

172  
173 i) *Petition for election of officer(s).* Election of a chairperson and/or vice-  
174 chairperson during the tenure of an incumbent chair and/or vice-chair at a  
175 time other than the organizational meeting under subsection (a) shall be

176 initiated by a petition subscribed by a ~~three-fifths~~two-thirds majority of the  
177 members-elect of the county board and submitted to the county clerk, stating  
178 that the subscribing supervisors request that an election be held for the office  
179 of county board chairperson and/or county board vice-chairperson. The  
180 county clerk shall provide a copy of a petition for election of county board  
181 chairperson and/or vice-chairperson submitted under this subsection to all  
182 members of the county board. The election requested in the petition shall be  
183 placed on the agenda of the next regularly scheduled county board meeting  
184 following the date the motion is filed, provided that the motion is filed not  
185 less than 14 days before the date of that meeting. The order of business  
186 specified in Rule 1.~~0203~~(c) notwithstanding, an election requested under this  
187 subsection shall be taken up as the first item of business after the roll call  
188 under Rule 1.~~0203~~(b).

189  
190 (ii) *Petition for election of officers at special meeting.* A special meeting  
191 for election of officers shall be held only when requested by a ~~three-fifths~~two-  
192 thirds majority of the members of the county board, such request to be in  
193 writing, addressed and delivered to the county clerk, who shall note the time  
194 of such delivery to him/her on such request. A petition for election of county  
195 board chairperson and/or vice-chairperson under this subsection may include  
196 a request that a special meeting be scheduled and noticed according to the  
197 scheduling and noticing provisions of Rule 1.01(c) but not less than 14 days  
198 after the petition is filed for the purpose of holding the election requested in  
199 the petition, in which case a special meeting shall be convened and an  
200 election shall be held as requested in the petition.

201  
202 (iii) *Conduct of election.* With the exception of a requirement for a two-  
203 thirds ~~three-fifths~~ majority vote, an election for county board chairperson  
204 and/or vice-chairperson under this subsection shall proceed in the same  
205 fashion as the election of such officer or officers at the organizational meeting  
206 under subsection (a) of this Rule. The incumbent vice-~~chairman~~chairperson  
207 shall preside over an election for the office of chairperson. If a member of  
208 the county board other than the incumbent is elected to a county board office  
209 in an election under this subsection, the incumbent is thereupon removed  
210 from that office and the newly-elected member shall assume that office  
211 immediately.

212  
213 ~~(iv) — *Candidate statements.* A member of the county board who desires to~~  
214 ~~be a candidate for county board chairperson or vice-chairperson at an~~  
215 ~~election initiated by a petition under this subsection shall submit a statement~~  
216 ~~of proposed policies and programs as required for that office under Policy R-~~  
217 ~~103, Milwaukee County Administrative Manual (Cty. Bd. File No. 72-434).~~  
218 ~~The statement shall be submitted to the county clerk not less than seven days~~  
219 ~~before the regular or special meeting at which the election will be held, and~~

220 the county clerk shall provide a copy of the statement to all members of the  
221 county board.

222  
223 ~~(v) — Content of petition. A petition under this subsection shall not~~  
224 ~~include, either in the petition proper or in any preliminary recitals, charges or~~  
225 ~~insinuations or other matter which impugns the official integrity of the~~  
226 ~~incumbent chairperson or vice chairperson.~~

227  
228 ~~(b)~~ (c) *Sergeant at arms; duties.*

229  
230 (1) The chairperson of the county board shall designate for each meeting  
231 a staff member(s) to serve as sergeant at arms. The designated sergeant at  
232 arms shall attend meetings of the county board and, under direction of the  
233 chairperson, preserve order and decorum. The chairperson of the county  
234 board may request the sheriff to detail a deputy sheriff to act as sergeant at  
235 arms when, in the discretion of the chairperson, such action is deemed  
236 appropriate.

237  
238 (2) It shall be the duty of the sergeant at arms to exclude from within the  
239 bench of the county board room, during its sessions, all persons except the  
240 county clerk, ~~deputy~~ county clerk staff, county board staff, corporation  
241 counsel, or designees of such persons, ~~former members~~, and reporters,  
242 photographers and camera operators for the public press, radio and  
243 television, provided they observe general rules of decorum, unless such  
244 persons ~~are present for the purpose of receiving an award, for the purpose of~~  
245 ~~participating in the meeting, or~~ receive permission to be on the floor by the  
246 chairperson. However, none of those persons so designated shall have the  
247 privilege of the floor or the hall area immediately behind the county board  
248 room if registered as a lobbyist or directly or indirectly engaged in defeating  
249 or promoting any legislation before the county board. Sitting on the railing in  
250 the county board room or placing items on the railing is not permitted  
251 (except the placement of county board digests or other pertinent information  
252 by county board staff) during County Board meetings and any persons  
253 engaging in such conduct shall be asked to cease such action or be removed  
254 from the county board room by the sergeant at arms.

255  
256 ~~(c) — County board staff. No staff or position shall be assigned to serve the county~~  
257 ~~board or its supervisors unless said staff or position has been authorized by an~~  
258 ~~affirmative majority vote of the county board at a regular county board meeting.~~  
259 ~~Provisions of this rule shall apply regardless of funding source or services~~  
260 ~~contributed on a voluntary basis.~~

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263 **1.03. Opening of meeting.**

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(a) *Call to order.* ~~Promptly a~~At the hour of meeting, the chairperson of the county board, or in his/her absence the first vice-chairperson, or in his/her absence the second vice-chairperson, shall call the members to order ~~and and, except for the first session of the annual meeting,~~ shall request all members present to rise for the pledge of allegiance and one moment of silent prayer and meditation. In case of the absence of the chairperson or vice-chairperson, the county board shall elect one of its members temporary county board chairperson. The ~~first session of the annual meeting shall be opened with a prayer~~an invocation offered by a member of the clergy selected in rotation without discrimination as to race, gender, creed, or religious affiliation, ~~or color~~ who shall serve without compensation. Regular meetings may be opened with an invocation.

(b) *Roll call.* The chairperson shall direct the calling of the roll. The county clerk, on recording the initial roll call at the opening of each county board meeting, shall mark those supervisors who are present "present," and those who are absent "absent," and those who are excused by the chairperson "excused," and shall, in the paragraph immediately following the said roll call, insert the names of those supervisors who have been marked absent who are present later in the meeting of the county board, and said county clerk shall further record the appearance of such supervisors marked absent at the point in the proceedings when they appear during meetings of the county board. If a majority of the members-elect answer to their names as called, the chairperson shall announce the presence of a quorum. If no quorum is present at any regular or special meeting of the county board, the chairperson may issue a warrant to the sheriff of the county, and compel the attendance of the members absent without having first been excused by the county board chairperson, and in such case, said session shall remain open until the sheriff shall make return on the warrant delivered to him/her. When such return has been made, it shall be recorded in the journal. If the sheriff's return shows that he/she is unable to find the absent members or that they are unable to attend through illness, the meeting shall stand adjourned.

(c) Order of Business. The order of business shall be as follows:

1. Roll call
2. Presentations by supervisors
3. Presentation of petitions and communications
4. Resolutions and ordinances referred to standing committees
5. Correction and approval of the Journal of Proceedings
6. Unfinished business
7. Reports of county officers
8. Resolutions and ordinances by and from standing committees

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- 9. Resolutions and ordinances by and from select committees
- 10. Transit system claims
- 11. County board citations and certificates
- 12. Resolutions and ordinances presented under suspension of the rules
- 13. Announcements and remarks under special privilege
- 14. Adjournment

~~(c) Order of business. The order of business shall be as follows:~~

- ~~1. Correction and approval of the journal of proceedings.~~
- ~~2. Unfinished business.~~
- ~~3. Presentation of petitions and communications.~~
- ~~4. Resolutions and ordinances referred to standing committees.~~
- ~~5. Reports of county officers.~~
- ~~6. Resolutions and ordinances by and from standing committees.~~
- ~~7. Resolutions and ordinances by and from select committees.~~
- ~~8. Transit system claims.~~
- ~~9. County board citations and certificates.~~
- ~~10. Resolutions and ordinances presented under suspension of rules.~~

#### **1.04. Voting.**

(a) *Quorum.* A majority of the supervisors entitled to a seat in the county board shall constitute a quorum for the transaction of business. All questions shall be determined by a majority of the supervisors present, unless otherwise provided by statutes or this chapter.

(b) ~~*Excuse-Abstain*~~ from voting. No member shall ~~be excused~~ abstain from voting on a question when put, except by ~~the affirmative vote of a majority of the members present, and all motions to excuse a member from voting shall be made before the calling of the ayes and noes on the question pending~~ specific request notice of that supervisor. Any member wishing to ~~be excused~~ abstain from voting ~~may shall~~ may make a brief verbal statement of the reason for ~~making such request~~ abstaining; ~~and the question upon such motion shall then be taken without further debate. All members shall be in their seats when voting.~~

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(c) *Roll call votes obligatory; when.* When a roll call is ordered by the chairperson, the county clerk shall call the roll in alphabetical order, with the chairperson voting last, and give to the chairperson the final number of those voting on each side. Debate shall be closed with the commencement of the roll call and no motion shall be received until after the result of the voting is announced by the chairperson. All members shall be in the board room when voting. A roll call vote must be taken on:

1. Each committee report, and any proposed amendment(s) thereto;
2. Any action under suspension of rules;
3. Any action to suspend the rules, unless unanimous consent be granted;
- ~~4. Any question at the request of any member, which request may be made after a voice vote but before the next question is stated or motion made;~~
- 5.4. Elections to offices and positions to be filled by the county board unless otherwise provided by law.

(d) *Measures required to be adopted by affirmative vote of two-thirds or more of members-elect of the board.* The following matters require the affirmative vote of two-thirds or more of the members-elect of the county board as hereinafter designated:

- (1) Any resolution or ordinance transferring funds from the contingency appropriation, ~~two-thirds.~~
- (2) Receipt of revenue appropriation transfers.
- ~~(3)~~ Any resolution or ordinance creating new, permanent or temporary positions or increasing salaries or other employment benefits which is acted upon by the county board after the adoption of the budget applicable to the period in which the ordinance or budget would become effective, ~~two-thirds.~~
- (4) Any resolution or ordinance which has been vetoed by the county executive.
- (5) A motion to withdraw a matter from committee unless notice is given as provided in section 1.09 ~~(b2)~~ (4) of the Code.

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(e) Temporary borrowing. Temporary borrowing under s. 67.12 Wis. Stats., requires a three-fourths vote of members-elect to be adopted.

(ef) Procedure on matters vetoed by county executive. A resolution or ordinance which has been vetoed by the county executive and returned to the county board shall be read by the county clerk along with the county executive's message, after which it shall be presented by the chairperson as follows:

"Shall the foregoing ordinance (resolution) vetoed by his/her honor, the county executive, be adopted? If you wish to override the veto, you vote `aye'; if you wish to sustain the veto, you vote `no.' "

After the presentation of the above question by the chairperson, the following motions are in order for non-budgetary vetoes only:

- (1) To lay on the table over;
- ~~(2) To postpone to a day certain;~~
- (2) To refer to corporation counsel;-
- (3) To refer to a committee.

If the resolution or ordinance is referred to committee, it shall be taken up at the next meeting of the committee and reported to the board at its next meeting. Further, it shall not be subject to amendment or change and on its return to the county board shall again be presented by the chairperson in the manner set forth above.

(f) Changing votes during meetings. Members may change their votes from "aye" to "nay" or from "nay" to "aye" on any matter prior to the chairperson announcing the vote. Once the results of a vote are announced, any member wishing to change their vote, or to be recorded as voting, when such vote does not affect the outcome, shall ask consent of the body. If any member objects to the request, the request shall be voted on and shall be approved if supported by a majority of members voting.

**1.05. Speaking at meetings.**

(a) *Recognition before speaking.* When any member is about to speak in debate or present any document to the county board, he/she shall rise in his/her place and respectfully address the chairperson. Upon being recognized, such member shall

440 not be interrupted except by a call to order. If called to order by the chairperson,  
441 he/she shall take his/her seat and shall not proceed without leave of the chairperson,  
442 unless granted leave by appeal from the decision of the chairperson, sustained by  
443 the county board. When more than one member desires to speak in debate or make  
444 any motion, the first member to rise shall be recognized by the chairperson. If a  
445 member is called to order at any time and refuses to take his/her seat after a request  
446 by the chairperson, or after being seated, engages in offensive or disruptive conduct,  
447 any other ~~member may~~member may move to have him/her ejected from the county  
448 board room until such time as he/she complies with the rules of the county board  
449 and if such motion be adopted, he/she shall be removed by the sergeant at arms.  
450 The motion to eject shall be decided without debate.

451  
452 (b) *Limitations of speech.* No member shall speak a second time on a question  
453 during any meeting until any other member who desires to speak on the question  
454 shall have been heard. No member shall speak more than twice on a question  
455 during any meeting without first obtaining ~~leave permission from~~of a majority of the  
456 members present. Merely asking or answering a question shall not be counted as  
457 speaking in debate. When speaking, each member shall confine himself/herself to  
458 the merits of the question under consideration, maintain a courteous tone, avoid  
459 personalities, refer to officers by title only, refrain from attacking or questioning the  
460 motives of any other member and avoid the mention of other members' names in a  
461 demeaning or derogatory manner.

462  
463 **1.06. Departure from meeting.**

464  
465 No member present at any meeting of the county board shall withdraw from the county  
466 board room without permission from the chairperson. No member, staff person or other  
467 individual allowed on the floor shall walk between the chairperson and a member who has  
468 the floor.

469  
470 **1.07. Motions in general.**

471  
472 (a) *Presentation and form of motions.*

473  
474 (1) Every motion shall be stated by the chairperson and at the request of  
475 any member shall be reduced to writing by the county clerk and shall  
476 then be read before any action is taken thereon.

477 ~~(1)~~(2) Motions made during county board meetings or committee meetings  
478 do not require a second.

479  
480 (b) *Precedence of motions.* When a question is under debate, no motion shall  
481 be received except a motion:

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483 1. To adjourn.

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2. To reconsider.
3. To refer to standing committee.
4. To lay over for one meeting.
5. To refer to the corporation counsel for a legal opinion.
6. To lay on the table.
7. For the previous question.
8. To postpone to a certain day.
9. To refer to a select committee.
10. To amend.
11. To postpone indefinitely, to place on file or to reject.

These several motions shall have precedence in the order in which they stand arranged in this subsection.

**1.08. Specific motions.**

(a) *Reconsideration.* When a question has once been decided, either in the affirmative or the negative, it shall be in order for any member who voted with the prevailing side (or where the county board is evenly divided, for any member) to give notice that he/she will move a reconsideration at the next succeeding meeting, or to move a reconsideration on the same day. If an eligible member has given notice that he/she will move reconsideration at the next succeeding meeting, it shall not be in order for any other eligible member thereafter, and at the same meeting, to move immediate reconsideration unless the rules are suspended. When a majority of the members then present vote in favor of the motion for reconsideration, the subject shall again be before the county board for further action ~~and the question shall be put in the same form as it was in just prior to the vote, which was reconsidered.~~ Once a matter has been reconsidered and acted upon by the county board, the matter shall not be reconsidered unless the rules are suspended. The motion to reconsider shall take precedence over all other motions, except a motion to adjourn. A motion to reconsider, after being put and lost, shall not be renewed. A motion to suspend the rules on a particular question, if adopted, shall not be reconsidered. If an eligible member has given notice that at the next succeeding meeting he/she will move reconsideration of a question resulting in the adoption of

528 an ordinance or resolution, such ordinance or resolution shall be retained by the  
529 county clerk until the next succeeding meeting of the county board and shall be  
530 noticed on the next county board digest. It shall not be in order for any member to  
531 serve notice of a motion to reconsider the vote on any question involving an  
532 amendment ~~to~~ or adoption of the budget or the adoption of a tax levy. Action on  
533 resolutions or ordinances vetoed by the county executive are not subject to a  
534 motion for reconsideration.

535  
536 (b) *Rescission*. Any member of the county board may move to rescind any  
537 action taken by the county board in the adoption of any resolution or vote of  
538 election to an office within the choice of the county board except in the following  
539 cases:

540  
541 (a~~1~~) After something has been done as a result of that vote that the county  
542 board cannot undo; or

543  
544 (b~~2~~) Where it is in the nature of a contract and the other party is informed  
545 of the fact; or

546  
547 (c~~3~~) Where a resignation has been acted upon, or one has been elected to  
548 office, and was present at the time of voting or has been officially notified.

549  
550 A motion to rescind may be adopted by a majority of the members present and voting of  
551 the county board. A motion or resolution to rescind has no privilege but stands on a footing  
552 as a new resolution. A motion to amend a resolution previously adopted shall likewise be  
553 governed by this subsection.

554  
555 (c) *Suspension of rules*. Except as hereinafter provided in this subsection, the  
556 rules of the county board may be suspended by unanimous consent of the members  
557 present or, if there is objection to the suspension of the rules, by the affirmative vote  
558 of two-thirds of the members present. Sections 1.14(b) and 1.15 of the Code shall  
559 not be suspended except by unanimous consent of the members present. Citations  
560 and certificates of congratulations, commendation or condolence shall not require  
561 suspension of rules provided the provisions set forth in section 1.09(g)(2) of the  
562 Code are complied with.

563  
564 (d) *Division of question*. When a motion, resolution or ordinance relating to a  
565 single subject contains several parts, each of which is capable of standing as a  
566 complete proposition if the other parts are removed, such parts can may be  
567 separated for consideration by the county board, as if they were distinct questions,  
568 by adoption of a motion for division of a question. ~~If independent resolutions or~~  
569 ~~ordinances dealing with different subjects are offered in one (1) motion, one (1) or~~  
570 ~~more of the several resolutions or ordinances must receive separate consideration~~  
571 ~~and vote at the request of any member, without a motion for division of a question.~~

572 ~~A motion to strike out and insert is indivisible. Loss of a motion to strike out and~~  
573 ~~insert shall not preclude a motion to amend, to strike out or to insert.~~

574  
575 (e) *Amendments to amendments; precedence.* A second motion to amend,  
576 made while a first motion to amend an original proposition is pending (i.e., a  
577 motion to amend a pending amendment to an original motion, resolution or  
578 ordinance), shall preclude all other amendments until such second motion to amend  
579 is decided. Every amendment proposed to a written notice, resolution or ordinance  
580 shall be in writing, shall be given a number according to its precedence, shall bear  
581 the name of the ~~supervisor member~~ introducing the same, and once introduced shall  
582 be in some manner acted on by the county board or committee thereof. ~~During a~~  
583 ~~meeting of the county board, a supervisor may request the county clerk to take an~~  
584 ~~amendment by oral dictation, and the county clerk shall forthwith reduce such~~  
585 ~~amendment to written form. If a motion to amend an original proposition or a~~  
586 ~~pending amendment to an original motion, resolution or ordinance fails of adoption,~~  
587 ~~such motion shall not be renewed at the meeting at which it fails of adoption.~~

588  
589 (f) ~~Appeals from decision~~Appeal decision of the chairperson. A motion to  
590 appeal ~~from~~ a decision of the chairperson shall take precedence over all other  
591 business or motions, except the motion to adjourn, and shall be decided forthwith  
592 by a majority vote of the members present and voting.  
593

594 (g) *Motion to reject or place on file.* A motion to reject or place on file shall be  
595 treated as a motion to postpone indefinitely and shall be applicable to main  
596 questions only. A negative vote on such motions cannot be reconsidered and cannot  
597 be renewed as to the same main question at the same meeting.  
598

## 599 **1.09. Resolutions and ordinances.**

600  
601 (a) *Presentation and form.* Every resolution or ordinance presented to the  
602 county board shall be in writing, and shall have a title expressing the general subject  
603 of the resolution or ordinance ~~and, prior to being considered by the county board.~~  
604 Every ordinance presented to the county board, shall be approved as to legal form  
605 by the corporation counsel prior to being considered by the county board.  
606 Resolutions which direct that an action be taken shall specify by name and/or title  
607 the official(s) responsible for taking such action.  
608

609 ~~(b)~~ (b) — *Reference to committees and withdrawal from committees.*

610  
611 (1) All resolutions and ordinances other than those embodied in a  
612 committee report, as defined in section 1.14(b) of the Code, shall be  
613 submitted to the county board chairperson, with a copy to the county board  
614 chief committee clerk. The chairperson shall, within five (5) days of receipt of  
615 the document, refer the resolution or ordinance to the appropriate standing

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committee(s) for a report. The date upon which the chairperson refers the resolution or ordinance shall be deemed as the official referral date to the committee(s). Said action by the chairperson shall be deemed as authorization to the appropriate standing committee chairperson(s) to schedule the resolution or ordinance for review. If the ~~c~~Chairperson does not refer the resolution or ordinance to the appropriate standing committee within five days after receipt, that communication, report or request shall automatically be placed on the agenda of the ~~c~~County ~~b~~Board at the next meeting for referral to the appropriate standing committee.

(2) Each member of the county board shall receive a copy of a resolution or ordinance submitted to the county board for adoption under suspension of ~~the~~ rules ~~unless there be unanimous consent to suspend this requirement~~. If suspension of rules is granted, the question on the passage of the resolution or ordinance shall be put by the chairperson as a matter of course without awaiting a motion from the floor.

(3) Resolutions or ordinances referred to committees shall be reported at a succeeding meeting with a recommendation for adoption, or amendment and adoption, or indefinite postponement, or to place on file, or to reject.

(4) Any member of the county board may give notice that he/she will move to withdraw a matter from committee at the next succeeding meeting of the county board and such motion, when made, may be adopted by a majority vote of the members-elect. If notice is not served, a matter may be withdrawn from committee by a two-thirds vote of the members-elect.

(5) Except for those resolutions and ordinances which are introduced subsequent to January 1 of an election year, all resolutions and ordinances pending before a committee of the county board shall be considered to have been placed on file at the end of the term of office of the county board. A listing of all such resolutions and ordinances to be placed on file in this manner shall be distributed to all county board supervisors by the county board chief committee clerk in January of the final year of the term.

(c) *Form of amendatory ordinances.* Proposed amendments to the Code shall be presented in writing. Any such proposed ordinance shall be presented by one (1) of the following methods:

(1) The section, subsection or paragraph to be amended shall be printed in full, in which case the matter to be deleted shall, ~~when typewritten,~~ be shown with a line drawn through the same. Matter to be inserted or added shall, ~~when typewritten,~~ be underscored and shall, when printed in the

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proceedings, appear in bold type; when such ordinances are officially published, the subject matter which was added shall be printed in bold type.

~~(2) — Where practicable, the method provided in subsection (c)(1) need not be used and the amendment may be accomplished by use of directory language specifying the proposed change and the exact location thereof in the text of the section, subsection or paragraph to be amended.~~

~~(3) 2~~ Where the method involved in subsection (c)(1) ~~or (c)(2)~~ would be too involved, the section may be repealed and recreated.

(d) *Repealer ordinances or resolutions.* All ordinances or resolutions, or sections, subsections or paragraphs thereof, which are intended to be superseded or repealed, shall be, so far as practicable, specifically referred to and expressly repealed.

(e) *Limitation of reintroduction of measures.* Whenever any resolution or ordinance shall have been introduced for the consideration of the county board, and failed of adoption, or whenever any resolution or ordinance shall have been placed on file, such resolution or ordinance (unless substantially changed) shall not be reintroduced again until a lapse of at least ninety (90) days from the date of its indefinite postponement, failure of adoption or having been placed on file.

(f) *Withdrawal of matters in possession of the county board.* Any member (but not a committee) introducing a resolution or ordinance may withdraw it or may modify it in writing without consent of the chairperson at any time prior to any action thereon or reference to a committee. Such member may not withdraw or modify an ordinance or resolution introduced by him/her if any action thereon, or reference to a committee, has occurred.

(g) *Citations.*

(1) ~~A supervisor may move that a county board citation be issued to a particular person, or on a particular occasion, specified in the motion.~~ A supervisor may sponsor a citation on behalf of the county board to a particular person, group, or organization or to commemorate a particular event or occasion as specified in the citation.

(2) ~~Prior to presenting a motion, the supervisor will secure a request for citation form. Such form is to be completed with the necessary facts, signed and delivered to the county board chairperson's office no later than the day of a county board meeting or prior to making the motion. The chairperson shall have prepared a list with captions and sponsor(s) name(s) of all citations submitted to him/her for action on the day of a county board meeting. The~~

703 list shall be distributed to all county board members prior to the presentation  
704 of citations. Any supervisor wishing to be added as a sponsor shall notify the  
705 county clerk prior to the end of the county board meeting. The chairperson  
706 shall not read the list for individual citations unless a request is made by a  
707 supervisor. If a request for a citation is not submitted in time for action on the  
708 day of the county board meeting but the citation is needed prior to the next  
709 scheduled meeting of the county board, the citation shall be processed and  
710 formal adoption of the citation shall take place at the next meeting of the  
711 county board. Citations may be used in place of resolutions for  
712 commendations, congratulations, and condolences of persons, groups, or  
713 organizations or to give recognition to unusual and important events or  
714 occasions, except that the use of citations may not be abused. The  
715 chairperson of the board may more specifically interpret this subsection.  
716

717 (3) ~~All citations of congratulations, commendation or condolence shall be~~  
718 ~~approved by a voice vote unless a supervisor requests a roll call vote. If the~~  
719 ~~motion carries, the county board chairperson will transmit the request for~~  
720 ~~citation to his/her staff for preparation and distribution. Citations recognizing~~  
721 ~~an event or person having countywide significance shall be signed by the~~  
722 ~~chairman of the county board and may also be signed by the supervisor~~  
723 ~~requesting the citation. Citations recognizing an event or organization in a~~  
724 ~~particular supervisory district or a particular constituent in a supervisory~~  
725 ~~district shall be signed by the supervisor representing that district.~~ If desired by  
726 the issuing supervisor, a citation on behalf of the board may be coauthored  
727 by one or more other supervisors.  
728

729 (4) ~~Citations may be used in place of resolutions for commendations,~~  
730 ~~congratulations and condolences of present or past county board members~~  
731 ~~and public officials, or to give recognition to an important event.~~ A supervisor  
732 sponsoring a citation shall secure a request for citation form from the county  
733 board chairperson's office. Such form shall be completed with the necessary  
734 facts, signed and delivered to the chairperson's office.  
735

736 (5) ~~One (1) copy of each citation shall be furnished by the county board~~  
737 ~~chairperson's staff to the county clerk and such citation shall be entered in~~  
738 ~~the journal of proceedings under the name of the person or event named in~~  
739 ~~the citation, but shall not be printed in full in the proceedings. The names of~~  
740 ~~persons or events included in citations which have been processed prior to~~  
741 ~~formal adoption by the county board shall also be entered in the journal of~~  
742 ~~proceedings for the county board meeting at which the citation is formally~~  
743 ~~adopted by the county board in accordance with subsection (g)(2).~~ The  
744 Chairperson shall have prepared a list of citations, with sponsor(s) names, for  
745 action at the next meeting of the board.  
746

747 (6) ~~Citations may not be used for procedural matters nor in place of~~  
748 ~~resolutions memorializing congress, but only when appropriate to express the~~  
749 ~~feelings of the county board with reference to a person, organization, or of an~~  
750 ~~event.~~Citations may not be used for procedural matters or in place of  
751 resolutions memorializing congress, but only when appropriate to express the  
752 feelings of the county board with reference to a person or event.  
753

754 **1.10. Fiscal notes.**  
755

756 (1) No resolution, ~~or~~ ordinance ~~or communication from any county officer,~~  
757 ~~board or commission~~ shall be considered by the county board, or by any committee  
758 thereof to which it has been referred, unless it shall have attached as a note a  
759 reliable estimate of the fiscal effect ~~or absence of the same~~. The fiscal note shall be  
760 prepared on a form approved by the committee on financefinance and audit and  
761 supplied by the department of ~~administration~~administrative services. With respect to  
762 any collective bargaining agreement, any amendment to chapter 17 of the general  
763 ordinances affecting wages or benefits, or any other action affecting the wages or  
764 benefits of county employees, the fiscal note shall include as much information as is  
765 practicable under the circumstances about the fiscal impact upon each department  
766 affected by the action. In addition, at minimum, the fiscal note shall set forth details  
767 of the projected annual countywide fiscal impact projected for each year of the  
768 collective bargaining agreement or, in the case of any other action affecting the  
769 wages or benefits of county employees, shall contain information regarding the  
770 projected fiscal impact at least five (5) years into the future. When necessary,  
771 affected agencies ~~shall~~may assist the author in the preparation of the fiscal note. ~~If a~~  
772 ~~member objects to the content of a fiscal note attached to a resolution or ordinance~~  
773 ~~under consideration by the county board, such resolution or ordinance shall, upon~~  
774 ~~the affirmative vote of a majority of the members present and voting, be referred to~~  
775 ~~the county board staff for a review and report to the county board at its next~~  
776 ~~meeting.~~  
777

778 (2) The requirement of this section shall apply to original measures or  
779 submissions, substitute amendments and minority reports only, and not to ~~substitute~~  
780 ~~amendments~~, amendments ~~or minority reports~~, ~~provided that with the affirmative~~  
781 ~~vote of a majority of the members present and voting, action on any substitute~~  
782 ~~amendment, amendment or minority report, together with the original measure or~~  
783 ~~committee report, may be laid over pending the attachment of a fiscal note. Such~~  
784 ~~fiscal note shall be attached to each substitute amendment, amendment or minority~~  
785 ~~report and presented to the county board at its next meeting.~~  
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787 **1.11. Standing committees.**  
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(a) As soon as practical, after his/her election, the following standing committees shall be appointed by the chairperson of the county board. Each committee shall consist of seven (7) members except as herein otherwise specifically designated.

1. Committee on personnel.
2. Committee on financial and audit.
3. Committee on health and human needs.
4. Committee on judiciary, safety and general services.
5. Committee on parks, energy and environment.
6. Committee on transportation, public works and transit.
7. Committee on economic and community development.
8. Committee on intergovernmental relations. ~~(Seven (7) members, consisting of the chairperson of the county board, the first vice chair, the second vice chair and four (4) standing committee chairs. (Seven (7) members, consisting of the chairperson of the county board, the first vice-chair, the second vice-chair, two (2) standing committee chairs that are not also serving as first or second vice-chair, and two additional members.)~~
9. Committee of the whole. (Twenty five (25) Eighteen (18) members, chairperson being the chairperson of the county board and vice-chairperson being the first vice-chairperson of the county board.)

(b) The chairperson of the board shall make written announcements of his/her appointments to said committees and shall designate a chairperson and vice chairperson of each of said committees. The order of members' names in the chairperson's written announcement of appointment shall denote seniority ~~on each of such committees~~ on the county board. In case of a vacancy in any committee, the same shall be filled by written appointment by the chairperson of the board, ~~and such appointee shall become the junior member of the committee~~. The chairperson of the board may, at his/her discretion, change the composition of said committees including the designation of the chairperson and vice chairperson. In the event of a vacancy in the office of the county board chairperson and a successor is elected, such successor may, ~~within thirty (30) days~~ after his/her election and in the manner hereinabove provided, make any changes in committee appointments.

(c) The duties of such committees shall be to have charge of the several matters hereinafter designated but such enumeration shall not be exclusive:

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(1) *Committee on personnel.* All matters affecting reclassification and compensation, hours, benefits and conditions of employment of county offices and employee personnel, and the classification and pay of additional positions; departmental policy of the civil service commission; administration of employees' award program. (The chairperson of the committee on personnel may appoint an advisory committee consisting of the county executive or designee, the corporation counsel or designee, the director of the ~~department of administration~~department of administrative services or designee, the director ~~of the department~~ of human resources or designee, and a member of the committee to assist in the administration of the employees' award program.) Departmental policy of department of labor relations and human resources and divisions of labor relations and employee benefits of department of administrative services.

(2) *Committee on finance and audit.*

1. Departmental policy of: the general office of the county executive, general office of the county board, department of audit, ~~department of administration~~department of administrative services (divisions of administration & fiscal affairs, information management services, procurement, and risk management), and county treasurer.

2. County budget matters.

3. Issuance of debt.

~~3.4.~~ Taxation matters.

~~4. Serve as equalization committee required by s. 73.05(4), Wis. Stats.~~

5. Insurance matters.

6. Need for additional positions.

7. Policy matters having a fiscal effect outside the current budget.

~~7.8.~~ Review the reports of the audit department to ensure that departments implement the many program improvements and cost saving recommendations so that the county board can provide the best service at the lowest possible cost to the taxpayer. (The chairperson of the committee on finance and audit may appoint a

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special audit implementing subcommittee to spearhead the implementation of audit department report recommendations.)

~~8.9.~~ Other financial matters of concern to the county.

(3) *Committee on health and human needs.*

1. Departmental policy of the department of health and human services ~~(DHS), including the divisions of behavioral health, housing, economic support, delinquency & court services, disabilities services, management services, county health programs and director's office administration, mental health complex, the DHS adult services division, department of aging, division of county supported health programs including the emergency medical services (paramedic program), International Health Training Center.~~

~~2. All matters pertaining to the county's primary health care program.~~

~~3. All programmatic policy matters related to the General Assistant Medical Program (GA-MP).~~

~~2.4.~~ All policy matters related to the office ~~on~~ for persons with disabilities in the department of administrative services. ~~and~~

~~3.~~ All matters pertaining to the department ~~of~~ on aging.

~~4.~~ All matters pertaining to the department of family care.

~~3.5.~~ All matters pertaining to the county executive's veterans service office.

(4) *Committee on judiciary, safety and general services.*

1. Departmental policy of: county funded state court services, family court commissioner, jury commission, register in probate, election commission, county clerk, register of deeds, sheriff, medical examiner, legal resource center, district attorney, ~~house of correction,~~ department of child support enforcement services, and corporation counsel, ~~emergency government.~~

2. Review of all matters pertaining to suits or claims by or against the county, including those for personal injuries and property damage. The committee has the authority to approve the payment of

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claims against the county in an amount not to exceed \$10,000 and to recommend to the board to approve the payment of claims in excess of that amount. Corporation counsel is delegated authority to approve the payment of claims against the county where the payment is no more than \$500, pursuant to §59.52(12)(b) of the statutes. The committee shall be afforded confidential access to privileged attorney-client communication and to attorney work product in any matter where Milwaukee County or a Milwaukee County officer or employee is named as a part in an action or proceeding arising from the commission of official duties.

~~3.—Claims for workers compensation.~~

~~4.—Personal injuries.~~

~~5.—Property damage.~~

~~6~~3. Applications for licenses requiring action by the county board.

~~7~~4. Purchase of surety bonds.

~~8~~5. Action required by state statute.

(5) *Committee on parks, energy and environment.*

1. Departmental policy of department of parks, recreation and culture, ~~stadium~~, zoological gardens, public museum, cultural activities (including funds for the arts), university extension service and the environmental ~~division-section~~ of the department of ~~transportation and public works~~administrative services.

2. County parks and parkways.

3. Matters pertaining to war memorial board of trustees.

4. All functions to be performed by a committee on extension education under the provisions of s. 59.~~97~~56, Wis. Stats.

5. All matters pertaining to protection of environment including, but not limited to, water pollution, noise pollution, insecticide control, lakeshore erosion, community beautification activities, land utilization, street tree replacement studies and other environmental control oriented programs over which the county has authority to exercise control or in relation to which the county has an interest

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requiring the expression of policy. The term "environment" also encompasses the concept of home environment as well as natural environment.

6. All matters relating to the conservation of all uses of energy, including, but not limited to, oil, coal, wind, nuclear and solar energy by all county programs and departments; the study, review and recommendation of plans and solutions relating to energy conservation in the county which may be submitted by citizens or county employes; and the review of energy-related matters being considered by the public service commission which will have a substantial effect on the county. The term "energy" also encompasses residential energy as well as industrial and commercial energy.

7. All matters relating to the conservation of air, water, energy and all other resources. ~~which are being consumed in such wasteful manner that the supplies will be exhausted or so diminished that future generations will suffer hardship.~~

8. All matters pertaining to consumer education and protection, particularly in the area of public service providers.

9. This committee shall exercise the powers and duties of county land conservation committees required by ch. 92, Wis. Stats., and the county board shall appoint the chairperson of the county agricultural stabilization and conservation committee created under 16 USC 590h(b), or a member of such committee designated by him/her, to the land conservation committee of the county.

(6) *Committee on transportation, public works and transit.*

1. Departmental policy of: Department of Transportation airport, ~~DPW professional transportation~~ services, highway,  ~~maintenance division, fleet management, maintenance division,~~ county transit/paratransit system, administration; and Department of Administrative Services ~~and~~ facilities management division, including architectural, engineering & environmental services and sustainability section ~~institutions administration and facilities management, paratransit services.~~

2. All policy matters pertaining to the construction, maintenance, control and operation of county airports.

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3. All policy matters pertaining to the construction and maintenance of highways and bridges, the vacation or opening of public streets, alleys, highways or roads, for which the county has jurisdiction.

4. All powers and duties authorized to be performed by the highway committee except those duties which are authorized to be performed by the highway commissioner as prescribed in state statutes.

5. All policy matters under its jurisdiction pertaining to railroads and public utilities in the county.

6. All policy matters relating to erection, major alterations and repair of public buildings and structures.

7. All mass transit policy matters pertaining to the establishment of fares and other charges, standard of service, route locations, capital improvements, and service improvements.

~~8. Approves all county grounds land leases.~~

98. Approves all facility and land leases that are not referred to other standing committees.

9 All transportation matters pertaining to disadvantaged business enterprises.

(7) *Committee on economic and community development.*

1. All matters pertaining to economic development and the disposition of excess or surplus county lands, including but not limited to sale or lease of property and financing terms.

2. All matters pertaining to the Research Park and Airport Business Park.

3. The study and recommendations of all plans, projects and programs for fostering community development throughout the county, including the urban county development block grant program and the survey of available improved and unimproved housing sites and funds for county housing purposes.

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4. Overview the administration of all federal, state and local housing programs at the county level.

5. The study, review and recommendation of plans and solutions of housing persons displaced from their dwellings by governmental actions of the county or the municipalities which compose it, and the coordination and implementation of relocation plans and procedures with federal, state and local agencies and units of government within the county.

6. Veteran's housing.

7. All policy matters pertaining to disadvantaged business enterprises.

(8) *Committee on intergovernmental relations.* Proposed federal, state or municipal legislation affecting the county government. The committee shall consider such proposed legislation and make its recommendation thereon to the county board. Such recommendations until altered by the county board, shall guide the legislative representative of the county board in his/her work before legislative bodies. The committee may appear before the congress, the legislature and the government bodies of other municipalities, as may be necessary on pending legislation to support policies advocated by the county board.

(9) *Committee of the whole.* Subject to the call of the county board chairperson to review matters and files to be acted upon by the county board.

**1.12. Select committees.**

Select committees shall be constituted with membership as determined by ordinance, resolution or the chairperson of the county board.

If the resolution or ordinance creating the committee does not designate the member who is to act as chairperson of the committee, a chairperson shall be elected by the members of the committee.

**1.13. Committee meetings.**

(a) *Regular committee meetings.*

(1) Except when otherwise determined by the respective chairperson, regular meetings of standing committees shall be held on the days hereinafter

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specified. If the meeting day falls on an election day for a county-wide election or special election of county board supervisor or Election Day for President, the chairperson of the committee shall reschedule the meeting to a day other than the election day. The meeting shall be called to order promptly on the days and at the hour hereinafter specified, or such time as is designated in the notice of meeting by the chairperson of the committee (or in his/her absence, the ranking member thereof). Meeting days of standing committees shall be as follows:

- (a) Transportation, public works and transit--third Wednesday before county board meeting--9:00 a.m.
- (b) Judiciary, safety and general services--second Thursday before county board meeting--9:00 a.m.
- (c) Economic and community development--second Monday before county board meeting--9:00 a.m.
- (d) Parks, energy and environment--second Tuesday before county board meeting--9:00 a.m.
- (e) Health and human needs--second Wednesday before county board meeting--9:00 a.m.
- (f) Finance and audit--first Thursday before county board meeting--9:00 a.m.
- (g) Personnel--first Friday before county board meeting--9:00 a.m.
- (h) Intergovernmental relations--~~on~~at call of chairperson.
- (i) Committee of the Whole--~~on~~at call of chairperson.

(b) *Special committee meetings.* Special meetings of the standing committees may be called by the chairperson of the committee, and must be called upon written request to the chairperson by a majority of the members of such committee. At least twenty-four (24) hours prior notice of such special meeting shall be given by the committee clerk to each member of such committee, unless for good cause such notice is impossibleimpracticable, in which case shorter notice may be given, but not less than two (2) hours in advance of the meeting. An announcement by the chairperson of the board while the board is in session, of the time, place and subject matter of a special meeting of a committee to be held during a recess, shall be sufficient notice to the members of the committee.

1138 (c) *Committee general procedure.* All meetings of a committee shall be  
1139 conducted in accordance with the provisions of ss. 19.81--19.98, Wis. Stats. The  
1140 attendance of a majority of the members thereof shall be requisite for the transaction  
1141 of business of a committee. Without a majority in attendance, a committee may  
1142 consider informational items only. Committee agenda are to be prepared so that  
1143 members of the county board and other interested parties will receive the agenda by  
1144 United States, electronic or interoffice mail at least ~~the day~~ 24 hours before the  
1145 scheduled committee meeting. All matters to be placed on the agenda must be  
1146 received prior to the agenda deadline as established by the respective committee  
1147 chairperson(s). Committee chairperson(s) must schedule a properly referred item  
1148 within a maximum of two regular county board committee cycles. Once scheduled  
1149 and publicly noticed, an item may only be withdrawn according to the provisions of  
1150 1.13(d)(8). If the item is withdrawn by sole action of the committee chair pursuant  
1151 to 1.13(d)(8), the item must be placed on the committee agenda for the next  
1152 regularly scheduled meeting and may not be withdrawn again.-  
1153

1154 The committee clerk shall enter in appropriate files kept for that purpose, a  
1155 complete record of all such committee meetings, including ~~the attendance,~~ thereat,  
1156 appearances for and against pending matters, and minutes of the proceedings, including all  
1157 motions made and by whom, how each member voted upon each matter considered,  
1158 together with the final action by the committee thereon. All actions taken by the committee  
1159 shall be by roll call vote. No action shall be taken on any proposed ordinance unless it be  
1160 in written form before the committee.  
1161

1162 Except as herein provided and so far as applicable, the rules of procedure of the  
1163 county board shall apply to committee meetings. Minority rules shall not apply to  
1164 committee meetings.  
1165

1166 After the conclusion of the committee meeting, the committee clerk shall prepare a  
1167 separate, written report of the action of the committee upon those matters considered by it  
1168 which require county board approval, for submission to the county board for action of that  
1169 body. Such report shall be made up in such manner that the county board may take action  
1170 upon it as a whole, or may set aside any portion of it for separate action. Any member of  
1171 any committee may make a minority report of said committee on any recommendation to  
1172 the board contained in the committee report. Such minority report must be presented when  
1173 the matter is considered at the meeting of the county board.  
1174

1175 Except as provided in the preceding sentence, it is the duty of the committee to  
1176 make a report to the county board on matters referred to such committee with some  
1177 definite recommendation for disposition of such matters.  
1178

1179 When members of a committee or joint committee present at any meeting thereof,  
1180 are, by recorded vote, evenly divided as to the disposition to be made of any subject matter  
1181 referred to and pending before such committee or joint committee, such subject matter

1182 shall be returned to the next meeting of the county board without recommendation and the  
1183 committee or joint committee shall thereupon be deemed to be discharged from  
1184 consideration thereof.

1185  
1186 (d) Committee motions and voting procedure.

1187  
1188 (1) If an item is on the agenda "for information only unless otherwise  
1189 directed by the committee," a motion to place on file is not needed. The  
1190 committee will just receive the item. However, if a motion is made and a  
1191 roll call is taken, said item will be reported to the board.

1192  
1193 (2) If a motion to adopt an item fails, it will be reported to the board with  
1194 a recommendation to reject.

1195  
1196 (3) To take any other action on an item after it has been rejected, a  
1197 motion to reconsider must be made and passed. Only a supervisor who  
1198 voted on the prevailing side of the rejection action can make the motion to  
1199 reconsider.

1200  
1201 (4) If a motion to place on file or to reject fails, the matter is still before  
1202 the committee and another motion shall be in order.

1203  
1204 (5) If a motion to adopt, postpone indefinitely, place on file or reject  
1205 receives a tie vote in committee, the matter shall be reported to the county  
1206 board without recommendation.

1207  
1208 (6) If a motion to refer, lay over or amend receives a tie vote, said motion  
1209 fails and another motion is in order.

1210  
1211 (7) No motions, or debate on motions, shall be made from the  
1212 chairperson. If the chairperson wishes to make, or to speak at any length on,  
1213 a motion, the chairperson shall turn over the gavel to the vice chairperson or  
1214 next senior member for the remainder of the item. This provision shall not  
1215 prevent a chairperson from questioning a witness concerning testimony  
1216 being presented to the committee.

1217  
1218 (8) Once a committee comes to order, and attendance is taken to  
1219 establish a quorum, any item on the agenda can only be removed by  
1220 concurrence of a majority of the committee. Prior to the committee coming  
1221 to order, an item can be removed by the chairperson.

1222  
1223 (9). Supervisors wishing to add their names as co-sponsors of resolutions  
1224 or ordinances introduced by supervisors shall, prior to a committee's final  
1225 vote on said resolution or ordinance, obtain the permission of the primary

1226 sponsor, and be added if there is no objection from a member of the  
1227 committee. If there is objection, a vote of the committee shall be taken  
1228 regarding adding the co-sponsor(s).  
1229

1230 **1.14. Committee reports.**  
1231

1232 (a) *Consideration of committee reports.*  
1233

1234 (1) A committee report is the written record of its recommendation upon  
1235 a matter referred to it by the county board. It is the duty of a committee to  
1236 report to the county board on all matters referred to it. ~~Under the fifth order~~  
1237 ~~of business, t~~The county clerk may read, upon request by any member and  
1238 direction from the chairperson, the ~~digest of~~ reports of the standing and select  
1239 committees in the order that such committees are designated in section  
1240 1.11(a) except that the order may be changed by the affirmative vote of a  
1241 majority of the members present. Any items on which separate action is  
1242 required or ~~has been~~ requested ~~should~~ shall be read by the county clerk in  
1243 their entirety, as outlined on the digest, if so requested by a supervisor and  
1244 directed by the chairperson. When a committee report has been submitted to  
1245 and is before the county board for action, the question on the adoption of the  
1246 committee report shall be put by the chairperson as a matter of course  
1247 without awaiting a motion from the floor.~~shall put the question: Shall the~~  
1248 ~~report of the \_\_\_\_\_ committee be adopted?.~~ The chairperson  
1249 shall then inquire whether separate action on any item in the report is  
1250 desired. It shall then be in order for any member to request separate action  
1251 on any matter contained in such report, and such item shall be laid aside.  
1252 When a minority report is filed, the item to which it pertains shall be laid  
1253 aside. The chairperson shall then put the main question. Upon disposition  
1254 thereof, each matter laid aside for separate action shall be considered in its  
1255 turn and, as to each, the chairperson shall put the question in the form which  
1256 carries out the recommendation of the committee, provided that where a  
1257 minority report has been filed, the question shall be: Shall the minority report  
1258 be substituted for the ~~majority report~~ recommendation of the committee?  
1259 Upon request by any member and direction from the chairperson the  
1260 minority report shall be read by the county clerk. ~~A roll call shall be taken on~~  
1261 ~~each committee report and also upon all action taken on any resolution~~  
1262 ~~under suspension of the rules.~~

1263  
1264 (2) When a resolution or ordinance has been referred under section  
1265 1.09(b) to more than one committee, the county board may take action on  
1266 such resolution or ordinance after the report from one of such committees.  
1267

1268 (b) *Committee report laid over on request.* Action on the report of any  
1269 committee as defined in subsection (a) of this section, when it first makes its report,

1270 shall be deferred until the next meeting of the county board ~~other than a special~~  
1271 ~~meeting~~ if one-third of the members present and voting so request. If the report of  
1272 said committee is re-referred to said committee or any other committee and  
1273 thereafter the subject matter is again returned to the county board, action thereon  
1274 shall not be deferred except as provided by section 1.15 or by a majority vote of the  
1275 members present.

1276  
1277 The above rule shall not apply to the report of the committee on ~~finance~~ finance and  
1278 audit on the executive budget, including resolutions proposing tax levies and  
1279 recommendations on new positions to become effective in and included in the budget for  
1280 the following fiscal year.

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1283 **1.15. Referring resolution, ordinance or report for legal opinion.**

1284

1285 With the affirmative vote of one-third of the members present and voting at any  
1286 meeting of the county board, any resolution, ordinance or report shall be referred to the  
1287 corporation counsel and the written opinion of the latter secured as to the legality of the  
1288 resolution or ordinance offered, or the recommendation made in any report presented to  
1289 the county board for adoption. Such opinion shall be rendered to the county board at its  
1290 next meeting held not less than forty-eight (48) hours after the referral, and copies  
1291 distributed to all members. The resolution, ordinance or report, ~~unless substantially~~  
1292 ~~changed by amendment,~~ shall not be rereferred again to the corporation counsel for a legal  
1293 opinion except by a majority vote of the members present. ~~The question of whether the~~  
1294 ~~resolution, ordinance or report has been substantially changed by amendment shall be~~  
1295 ~~decided by the chairperson following consultation with the corporation counsel.~~

1296  
1297

The above rule shall not apply to:

1298

1299 (1) The report of the committee on ~~finance~~ finance and audit on the  
1300 executive budget.

1301

1302 (2) Resolutions proposing amendments to the executive budget.

1303

1304 (3) Resolutions proposing tax levies.

1305

1306 (4) Recommendations of the committee on ~~finance~~ finance and audit on  
1307 new positions to become effective in, and to be included in, the budget for  
1308 the following fiscal year.

1309

1310 **1.16. Requests relating to personnel matters.**

1311

1312 (a) *Reclassifications, reallocations, appointments and advancements.*

1313 Reclassifications of existing positions, reallocations of non-represented positions,

1314 appointments at an advanced step of a pay range and advancements within a pay  
1315 range shall be submitted to the director of human resources and processed in  
1316 accordance with the provisions of chapter 17 of the Code.

1317  
1318 (b) *New positions.* Personnel requests relating to the creation of new positions,  
1319 which are required during a current fiscal year because of an urgent need, may be  
1320 submitted to the county board at any time during such year. Personnel requests  
1321 relating to the creation of new positions to become effective and to be included in  
1322 the budget of the following fiscal year shall be submitted to the county executive by  
1323 such date as determined by the county executive. All requests for current year new  
1324 positions shall be referred to the committee on ~~finance~~finance and audit, committee  
1325 on personnel, the department of human resources and the ~~department of~~  
1326 ~~administration~~department of administrative services. The ~~department of~~  
1327 ~~administration~~department of administrative services shall submit a recommendation  
1328 regarding the necessity for the requested positions to the committee on  
1329 ~~finance~~finance and audit, and the department of human resources shall submit its  
1330 recommendations regarding the classification of new positions to be created during  
1331 ~~the~~ current budget year as soon as reasonably possible. The ~~department of~~  
1332 ~~administration~~department of administrative services shall submit recommendations  
1333 regarding the necessity for new positions requested for the next fiscal year to the  
1334 county executive for consideration in the subsequent year's executive budget. The  
1335 committee on ~~finance~~finance and audit shall review positions recommended for  
1336 creation by the county executive during its hearings on the executive budget and  
1337 report its recommendations to the county board on or before the ~~second~~Monday ~~of~~  
1338 next succeeding the regularly scheduled monthly meeting on the first Thursday in  
1339 November. The department of human resources shall submit its recommendations  
1340 to the committee on personnel regarding the classification and pay for new positions  
1341 for the next fiscal year recommended by the county executive and/or committee on  
1342 ~~finance~~finance and audit, so the committee on personnel can report its  
1343 recommendations to the county board on or before the ~~second~~Monday next  
1344 succeeding the regularly scheduled monthly meeting on the first Thursday in ~~of~~  
1345 November.

1346  
1347 (c) *Review by county board staff.* If the personnel request is for new positions  
1348 in the ~~department of administration~~department of administrative services, it shall  
1349 also be reviewed by the county board staff and a recommendation regarding the  
1350 necessity for the requested positions submitted to the committee on ~~finance~~finance  
1351 and audit. If the request relates to reclassifications, reallocations, appointments at an  
1352 advanced step of the pay range and advancements within the pay range in the  
1353 department of human resources, it shall be reviewed by the county board staff and  
1354 processed in a manner consistent with the authority granted to the director of  
1355 human resources under chapter 17 of the Code.

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(d) *Urgent requests.* Any personnel request requiring county board action which is considered sufficiently urgent and necessary to require that it become effective in the current year, shall not become effective unless an ordinance or resolution relating thereto is adopted by an affirmative vote of two-thirds or more of the members-elect of the county board. If such ordinance or resolution is not adopted by such vote, but nevertheless receives the affirmative vote of a majority of a quorum of the county board, the provisions of section 17.06 of the Code shall apply. Any ordinance or resolution relating to a personnel request which requires an appropriation of funds must contain a provision for the necessary transfer of funds.

**1.17. Procedures for consideration of personnel requests.**

- (a) *Definitions.* Where used in this subsection, the following words shall mean:
  - (1) County board shall mean the county board of supervisors.
  - (2) Commission shall mean the county civil service commission.
  - (3) Committee shall mean the committee on personnel.
  - (4) Petitioner shall mean the person or organization, including a member of the county board, making or sponsoring the request, resolution or ordinance, or the authorized representative of such person or organization.
  - (5) Code shall mean the Milwaukee County Code of General Ordinances.
  
- (b) *Filing of personnel request.* All personnel requests by whomsoever made (in any way affecting county offices and employe positions, compensation, hours of labor or conditions of employment, specification of duties and any other matters referred to in chapter 17 of the Code relating thereto) for salary increases, reclassifications, fringe benefits, additional positions and other personnel requests which would require a change of the provisions of chapter 17 of the Code, shall be filed ~~in triplicate~~ with the chairperson of the county board for presentation to the county board and reference to the commission.
  
- (c) *Hearing on personnel request.* At such hearing, the procedure in considering such personnel request shall be as follows:
  - (1) The petitioner, or his/her representative, shall be given a reasonable time to present his/her case and any supporting data to the committee, and during such period shall not be subject to interruption by any person other than members of the committee.

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(2) When the petitioner has concluded his/her argument, the commission shall present its report and recommendation to the committee.

(3) After the commission has concluded its presentation, the petitioner shall have a reasonable opportunity to comment upon the commission's recommendations and, while so doing, shall not be subject to interruption by any person other than members of the committee or representatives of the commission.

(4) After the procedures specified in said subsections (1), (2) and (3) have been concluded, the committee shall hear any person desiring to speak on the request.

(4a) Where circumstances require, the chairperson of the committee shall have the right to vary the order of the procedure outlined in subsections (c)(1), (2), (3) and (4).

(5) Thereafter the committee, in public session, shall consider and make such recommendations as it sees fit pertaining to said request. If the committee's recommendation is to deny the request, the recommendation shall be in the form of a resolution so indicating. If the committee's recommendation grants such request in whole or in part, such recommendation shall be evidenced by a resolution or ordinance, as the case requires. The effective date of such resolution or ordinance shall be stated therein.

(6) In the event that the committee requires more time than originally scheduled to determine its position with respect to such request, it may ~~adjourn-recess~~ such hearing from time to time as may be determined by it, and on said ~~adjourned-recessed~~ day ~~reconvene resume and resume~~ its consideration, ~~but recommendations on all matters referred to the committee must be submitted to the county board not later than October 10 of each year.~~

(7) The committee shall submit a report and recommendation on each such request to the county board, at the next meeting of the county board, following determination of the committee's recommendation.

(8) Compliance with the procedure outlined in subsections (1) to (7) inclusive, of this subsection, is intended to be in compliance with the requirements of s. 111.70(2), Wis. Stats.

**1.18. Communications, reports, departmental requests, reference files.**

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(a) *Reference of communications and reports.* All communications to the county board, reports of county officers, requests of county officers, requests of department heads and employees, and communications from the county executive, which are not in response to an existing county board file, or a previous request from a committee, shall be addressed to the county board chairperson who shall, within five (5) business days of receipt of the document, refer said document to the appropriate standing committee(s) for a report. The date upon which the chairperson refers the said document(s) shall be deemed as the official referral date to the committee(s). Said action by the county board chairperson shall be deemed as authorization to the appropriate standing committee chairperson(s) to schedule the matter for review. If the Chairperson does not refer the communication, report or request to the appropriate standing committee within five business days after receipt, that communication, report or request shall automatically be placed on the Presentation of Communications that is published in the Official Proceedings agenda of the County Board at the next meeting for referral to the appropriate standing committee. Items that are for information only shall be addressed to the respective committee chairperson and a copy shall be provided to the county board chairperson. Except for those communications and reports which are introduced subsequent to January 1 of an election year, all communications and reports pending before a committee of the county board shall be considered to have been placed on file at the end of the term of office of the county board. A listing of all such communications and reports to be placed on file in this manner shall be distributed to all supervisors by the county board chief committee clerk in January of the final year of the term.

(b) *Copy of communications and reports to chief committee clerk.* A copy of all such communications and reports, submitted to the county board chairperson, shall also be transmitted to the county board chief committee clerk or other committee clerks.

~~(c) — *Form of departmental request for county board action.* Whenever a county department head or employe requests action by the county board upon any subject matter, he/she shall make written request there for in the following form in duplicate:-~~

From \_\_\_\_\_  
(Insert name of department officer)

Subject \_\_\_\_\_  
(Insert title descriptive of subject)

~~Such request shall be delivered to the county clerk, or county board chairperson, by 10:00 a.m. on the day preceding the regularly scheduled meeting of the county board and shall~~

1487 ~~be accompanied by a draft of an appropriate resolution or ordinance to be adopted by the~~  
1488 ~~county board in the event the request is approved.~~

1489

1490 (~~dc~~) *Reference files.* The county board chairperson, upon request from the  
1491 ~~standing chief~~ committee ~~chairperson(s), clerk,~~ shall be authorized to establish  
1492 reference files to be utilized by the standing committees for submission of  
1493 recommendations to the county board concerning matters referred to the  
1494 committees on an ongoing or continuous basis, or for receipt of informational  
1495 reports from ~~departments~~ departments ~~concerning said matters.~~ .

1496

1497 **1.19. Reference of request for appropriation transfers to county executive.**

1498

1499 All requests for appropriation transfers between principal objects of expenditures or  
1500 from the contingent fund shall be transferred to the county executive. He/She shall  
1501 promptly consider same and report his/her recommendation thereon to the committee on  
1502 ~~finance~~ finance and audit of the county board. If the county executive fails to make a  
1503 recommendation within ten (10) days after the submission of a request for transfer, the  
1504 committee on ~~finance~~ finance and audit may act upon such request without his/her  
1505 recommendation.

1506

1507 **1.20. Requests for impeachments or investigation.**

1508

1509 All resolutions, motions and communications causing the institution of proceedings  
1510 of impeachment, or investigation into the conduct of any officer or employe of this county,  
1511 shall be accompanied by a specification of charges, duly signed by the members  
1512 introducing the same, verified by oath of the person making such charges if such person is  
1513 not a member of this county board. No resolution, motion or communication making  
1514 charges or insinuations, or otherwise impugning the official integrity of any officer or  
1515 employe of this county, shall be entertained by the chairperson, nor spread upon or  
1516 referred to and mentioned in the journal, unless the same shall be introduced in  
1517 accordance with the provisions of this section.

1518

1519 ~~**1.21. Treatment of doubtful claims; separate action.**~~

1520

1521 ~~The department of administration shall obtain a legal opinion from the corporation~~  
1522 ~~counsel on all claims which, in its opinion, are doubtful. In the event the corporation~~  
1523 ~~counsel advises that the claim is not legal, the claim is to be taken up with the committee~~  
1524 ~~in charge of the departmental policy of the department against which such claim is~~  
1525 ~~chargeable, recommending disallowance. Such claims shall be disallowed by separate~~  
1526 ~~resolution of the county board.~~

1527

1528 **1.212. Consideration and confirmation of appointments.**

1529

1530 Every nomination by the county executive for appointment of ~~department head~~  
1531 individuals set forth under Sec. 17.30, County Ordinances, or appointment by the county  
1532 executive or county board chairperson of a member of a board or commission required to  
1533 be confirmed by the county board shall, when presented to the county board by the county  
1534 executive, be referred to the standing committee having jurisdiction over the office, board  
1535 or commission. At least five (5) business days prior to the date of the meeting at which the  
1536 appointment is to be considered, the nominee shall be notified in writing by the appointing  
1537 authority to appear before the committee. ~~A report recommending either that the~~  
1538 ~~appointment be confirmed or that it be rejected shall be submitted to the county board by~~  
1539 ~~at least the second board meeting following the date of reference to such committee.~~  
1540 Confirmation of such appointment shall be determined by roll call vote. The foregoing  
1541 requirement of references shall not apply to members of the county board nor to members  
1542 of any board or commission nominated for reappointment to their own position. The  
1543 county clerk shall notify the county executive or county board chairperson, in writing, of  
1544 the rejection of confirmation by the county board of all appointments.  
1545  
1546

#### 1547 **1.223. Publication of proceedings.**

1548  
1549 The proceedings of the county board shall be published ~~in the English language in~~  
1550 ~~pamphlet~~ electronic form ~~of such convenient size and in such quantity as shall from time to~~  
1551 ~~time be determined. Communications addressed to the county or to the county board,~~  
1552 ~~including reports from county officers and department heads and contracts approved by the~~  
1553 ~~county board for execution, shall not be printed at length in the proceedings unless the~~  
1554 ~~chairperson shall so order.~~  
1555

#### 1556 **1.234. Repeal, amendment or correction of rules.**

1557  
1558 (a) *Repeal or amendment of rules.* No rule shall be rescinded or amended nor a  
1559 new rule adopted until after the ordinance proposing the same has been referred to,  
1560 and a report thereon has been received from, the committee on judiciary, safety and  
1561 general services.

1562  
1563 (b) ~~Clerical~~ Correction of errors. The county clerk shall have authority to  
1564 correct any ordinance, resolution or memorial for:

- 1565  
1566 (1) Spelling errors,  
1567  
1568 (2) Punctuation,  
1569  
1570 (3) The use of one word for another (i.e.e.g. affect for effect),  
1571  
1572 (4) Mistakes in numbering/lettering of sections and subsections,  
1573

- 1574 (5) Insertion of an "ordaining" clause in an ordinance when such clause  
1575 has been inadvertently omitted,  
1576  
1577 (6) Insertion of a current department, division, board, commission,  
1578 committee or council ~~to name to~~that replaces s that of a former name,  
1579  
1580 (7) Insertion of a current position title to replace that of a former position  
1581 title, and  
1582  
1583 (8) Insertion of a current state statute number to replace that of a former  
1584 state statute number.  
1585

1586 The county clerk shall operate within the framework of the corrections  
1587 enumerated here, with corporation counsel approval as appropriate, and the  
1588 authority granted herein shall in no way usurp the proper legislative process.  
1589

1590 **1.245. Budgetary procedure.**

1591 (1) *Executive budget.*

1592 (a) Pursuant to state statutes, the county executive shall hold public  
1593 hearings at which the head or a representative of every department shall  
1594 appear and give information with regards to the appropriations requested.  
1595 The department head shall also provide to policymakers a written and  
1596 concise summary of the programmatic impacts that would occur if the  
1597 department's requested annual budget were adopted without any additional  
1598 changes.  
1599

1600 (b) Pursuant to state statutes, the county executive shall, on or before  
1601 October 1, submit to the county board the executive budget. The county  
1602 board may hold a regular meeting in either September or October for the  
1603 purpose of hearing the county executive's budget message, should he/she  
1604 elect to deliver a budget message.  
1605

1606 (c) Upon receipt of the county executive's budget, county board staff  
1607 shall prepare, for distribution to all county supervisors and any interested  
1608 county officials and citizens, a written overview of the budget, including  
1609 sections addressing major tax levy changes, overview/policy changes, issues,  
1610 concerns and questions and capital improvements.  
1611

1612 (2) *Public hearings on the budget.* Pursuant to state statutes, the county board  
1613 shall hold a public hearing on the executive budget not less than fourteen (14) days  
1614 after publication of the summary of the executive budget, but not later than the first  
1615  
1616

Monday in November, at which time citizens may appear and express their opinions.

(3) *Committee on financial and audit hearings.*

(a) The committee on financial and audit shall not commence its review of the executive budget until at least seven (7) days succeeding the official receipt of the executive budget, in order to allow financial and audit members and county board staff sufficient time to review the budget, meet with departmental personnel and develop suggested amendments to the budget. It is also intended that this period will be utilized by other supervisors not on the committee to familiarize themselves with the budget and to begin preparation of budget amendments so as to allow for introduction of those amendments during the time the committee is conducting hearings.

(b) Committee hearings shall be conducted during the month of October and shall be concluded no later than the last working day of October except that the committee shall hold a final hearing on a day following the public hearing. The final hearing shall be held for the purpose of considering public hearing comments and final amendments offered by supervisors, hearing the county executive's comments on the committee's actions and taking final action on the committee's amendments and the recommended tax levy.

(4) *Supervisor amendments.*

(a) Supervisors ~~should be~~ are encouraged to participate in the hearing process as early as possible. Early submission of supervisor amendments ~~would~~ allow for public comment and debate and ~~would~~ provide departments time to review and react to amendments, thus resulting in more informed decision making. In order for supervisor amendments to be considered by the committee, they must be submitted during the period when hearings are being conducted. ~~Supervisor amendments shall be considered by the committee during the time hearings are being conducted.~~ Supervisor amendments submitted after committee hearings are concluded shall require suspension ~~of~~ en the rules. Amendments considered by the committee, but not approved, shall, ~~at the request of the supervisor,~~ be forwarded to the full county board for its consideration without requiring suspension of the rules unless the sponsoring supervisor(s) request that said amendments not be forwarded.

(b) The ~~department of administration~~ department of administrative services shall present all actions of the committee, including personnel changes and amendments to operating and capital budgets, as well as

1661 individual supervisor amendments, in a format that will allow the county  
1662 board to consider all recommended changes to a department/organization  
1663 budget in a comprehensive manner. The budget shall be considered in  
1664 numerical order by organizational unit and the county board shall adopt the  
1665 budget with such changes as it deems proper and advisable.

1666  
1667 (5) Executive budget vetoes.  
1668

1669 The budget as adopted with amendments under subsection (4)(b) above shall  
1670 be presented to the county executive, who may approve it in whole or in  
1671 part. If the budget or any portion thereof is vetoed by the county executive  
1672 and returned to the county board, the county board shall consider the veto at  
1673 a meeting specially noticed and scheduled for that purpose not less than six  
1674 days, Sundays excepted, after the budget as adopted under subsection (4)(b)  
1675 has been presented to the county executive, in conformity with Wis. Stats.  
1676 59.17(6). At that meeting, the county clerk shall read those items or  
1677 appropriations as to which the county executive has exercised his veto  
1678 authority along with the county executive's veto message.

1679  
1680 The chairperson shall then put the following question to the county board:

1681  
1682 "Shall the item as approved by the county board in the budget resolution  
1683 and vetoed by his/her honor, the county executive, be adopted? If you  
1684 wish to override the veto, you vote 'aye'; if you wish to sustain the veto,  
1685 you vote 'no'."

1686  
1687 The county board has a duty to promptly consider the county executive's  
1688 budget vetoes. Therefore, Section 1.04(f), which governs procedure on other  
1689 matters vetoed by the county executive, shall not apply to consideration of  
1690 budget vetoes under this subsection. At the meeting under this subsection,  
1691 motions to lay on the table and to refer to a committee shall be considered  
1692 out of order. If the county board determines that the period of time between  
1693 the return of the county executive's vetoes and the meeting scheduled under  
1694 this subsection is so short that additional time is necessary to evaluate and  
1695 consider the vetoes, or if some other exigent circumstance precludes  
1696 immediate consideration of the vetoes at the meeting scheduled under this  
1697 subsection, the county board may recess the meeting for a period not to  
1698 exceed 48 hours.

1700  
1701 **1.256. Directives of the county board; how enforced.**  
1702

1703 (1) *County clerk; responsibilities.* Whenever the county board adopts a  
1704 resolution or ordinance which directs any county officer, board or commission to

1705 perform a certain act or to make a report, it shall be the responsibility of the county  
1706 clerk, ~~with respect to resolutions or ordinances adopted by the county board, to~~  
1707 ~~immediately notify the county officer, board or commission concerned of this~~  
1708 ~~directive and~~ to transmit a copy of the resolution or ordinance which was adopted  
1709 ~~to the county officer, board or commission. He/She shall at the same time transmit a~~  
1710 ~~copy of the resolution or ordinance to~~ and the county executive.

1711  
1712 (2) *County executive; responsibilities.* It shall be the responsibility of the county  
1713 executive to see that all resolutions or ordinances adopted by the county board are  
1714 properly carried out and to inform the county board should the officer, board or  
1715 commission directed to perform a duty or make a report fail to do so within a  
1716 reasonable period of time.

1717  
1718 (3) *Departments; responsibilities.* County officers, boards or commissions shall  
1719 from time to time report to the county executive the steps that have been taken in  
1720 carrying out any directive and shall also submit to him/her a copy of their final  
1721 report on the action taken.

1722  
1723 **1.267. Application of Robert's Rules of Order.**

1724  
1725 "Robert's Rules of Order Newly Revised" shall govern the proceedings of the county  
1726 board in all cases to which they are applicable and in which they are not inconsistent with  
1727 these rules or the laws of the state.

1728  
1729 1.27 Chairperson of board is head of department.

1730  
1731 The chairperson of the county board is the head of the department of the county  
1732 board for purposes of having budgeting and personnel oversight authority over all county  
1733 board staff, overseeing departmental operations, approving departmental expenditures and  
1734 submitting requested budgets.

1735  
1736 **1.3128. Request relating to appeal of civil actions.**

1737  
1738 (1) All requests by county officers, department heads and employes for  
1739 corporation counsel representation pertaining to appeals of civil actions to the state  
1740 supreme-appellate court or federal courts above the district court level shall be  
1741 referred to the committee on judiciary, safety and general services for a  
1742 recommendation prior to authorization and approval by the county board. Such  
1743 requests for leave to implement or begin the appeal shall be set forth in writing with  
1744 sufficient explanation to validate the need to appeal as well as a reliable estimate of  
1745 the fiscal effect.

1746  
1747 (2) Whenever time limits do not permit making application to meet this section  
1748 in cases of imminent emergency, prior authorization may be acquired by oral or

1749 written approval of the following public officials: county executive and county  
1750 board chairperson. A written report by the corporation counsel must be submitted to  
1751 each member of the county board when this section is invoked, as soon as is  
1752 convenient thereafter.

1753

1754 **1.3229. Decorum of supervisors in committee meetings.**

1755

1756 Representatives of the news media, county executive and all staff, county  
1757 supervisors and designated staff, constitutional officers, department heads and all other  
1758 officers and employes of county government, as well as other public and private citizens,  
1759 who either participate at or appear before any meetings of the county board or of ~~the~~ any  
1760 standing committees or any special or select committees ~~s-members~~, are entitled to the  
1761 greatest measure of respect and courtesy. In order to ensure such standard requiring  
1762 individual board or committee members to adhere to the highest ideals of official conduct,  
1763 and for the board or committee to maintain its own dignity and respect, the chairperson is  
1764 responsible and obligated to protect persons in attendance, or who are either appearing or  
1765 responding to inquiries or questioning, from any harassment or insulting remarks or  
1766 colloquy. ~~Committee~~ Board and committee members must be ever mindful of their  
1767 obligation to be temperate, courteous, attentive, patient and impartial so as to advance  
1768 these ideals of official conduct and to avoid offensive or discourteous remarks or verbal  
1769 chastisement which are offensive in nature and detract from the dignity and decorum  
1770 expected while conducting the public business, and thereby eventually degrade the  
1771 atmosphere within the public meeting. Supervisors should always bear in mind the need of  
1772 scrupulous adherence to the rules of fair play and the necessity of being considerate and  
1773 courteous to each other and to all others in attendance so as not to leave any impression  
1774 that a fellow supervisor, a participant in attendance, or any person making an appearance,  
1775 is being placed at a disadvantage because of any exercise of arbitrary power or any  
1776 unjustified verbal accusation by any board or committee member.

1777

1778 **SECTION 2.** This ordinance shall become effective upon passage and publication.

1779

1780

1781

1782

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